



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext. 1195

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**CABLE TELEVISION  
OVERSIGHT COMMITTEE**

**MINUTES  
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE  
November 14, 2015  
Cable Access Studio – 296 Providence Road South Grafton, MA**

A meeting of the Grafton Cable Television Oversight Committee was held on November 14, 2015 in the Cable Access Studio located at 296 Providence Road. Members present are listed below:

**Attendees:** Committee Members: Bob Hassinger, Corson Wyman, Bob DeToma, Larry Silverman, Richard Schultze and Mark Durfee  
Guest(s): Kris McMullin and John LaPoint

The meeting was called to order at the Cable Access studio at 296 Providence Road by Chairman Bob DeToma at 10:06 AM. The following represents the results of the meeting:

**Future Meeting Schedule:** The next regularly scheduled Committee meeting on December 12, 2015 was confirmed. Meetings are usually held monthly on Saturday morning at the Grafton Cable Access Studio.

**Meeting Minutes:** Richard Schultze moved that the Committee accept the October 24, 2015 meeting minutes as presented. Corson Wyman seconded. The motion carried unanimously.

**Mass. Dept. of Telecommunications and Cable (BTC) – Draft Letter – Update:** Bob Hassinger informed the Committee that the Board of Selectmen did not vote to authorize the letter of opposition be sent. Bob DeToma informed the Committee that the Town Administrator contacted Senator Moore concerning this matter.

**Conference Room A & Conference Room F Updates:** Larry Silverman informed the Committee that he had prepared a small punch list of items for CDA. CDA agreed to most of the items on the punch list. Accordingly, a partial vendor payment to CDA of \$8,000.00 was processed.

**Verizon License Renewal Planning Discussion:** Bob Hassinger informed the Committee that the process for the renewal of the Verizon cable license can commence. Larry Silverman moved that the Committee authorize Bob Hassinger take action as required for the renewal of the Verizon cable license. Richard Schultze seconded. The motion carried unanimously.

**26 Providence Road (Old Police Station):** Bob DeToma told the committee that the contract was sent to the vendor for review. The vendor requested minor wording changes in the contract, which were sent to Town Counsel for review. Also Bob indicated that the draft Memorandum of Understanding was sent to Town Counsel for review.

**Access: Status Report:** Below is the Access Status (written) Report submitted by Kris McMullin:

## **Report for Cable Oversight Committee 11-14-15**

### **Studio Production and Activity**

During the month of November, the Studio continues to be utilized for new and existing productions, such as Ask The Geezers. We continue to generate new segments for Grafton Minute By Minute, as well as stand up Community Calendar segments utilizing our teleprompter and green screen. This month, we have had Jim Gallagher back in the studio to film new episodes of TV Classics, and we are currently planning for Studio shoots for the weeks before Thanksgiving. We just recently completed the installation of the new HD cameras in the Finance Committee Conference room. The signal has been tested down to the Studio, and I am very pleased with how it looks and sounds. Our first test of the room for a meeting is currently slated for the November 10th School Committee.

### **Equipment Status**

With the focus being primarily upon installation and completion of the new Finance Committee Conference room, a great deal of equipment has come back to the Studio from the previous setup. Danielle DeLucia was interested in whether we could pass on our Videotronics Character Generator to another town that is interested in having a basic CG unit for graphics. I told her that I would discuss the request at the next Cable Oversight Committee meeting. The remainder of the equipment has been consolidated and organized back at the Studio.

Our newest edition; the OpenGear Converter Chassis unit, has been a great acquisition for us. I was able to install both our Optical/SDI and SDI/Analog converter cards. Unfortunately, the initial SDI/Analog converter card from Blackmagic had some manufacturing issues and needed to be replaced. Blackmagic was able to send us the new converter card within two days. I was extremely pleased to see that both converter cards in the chassis are working, when we tested the audio and video signal from the new Finance Committee Conference Room on Friday, November 6th.

We received word from Greg Childs on November 2nd on our Wi-Fi issue. Greg mentioned that he is trying to pinpoint the root cause of the wifi issues at the cable office. From what I understand, they have been making some changes to the towns network infrastructure to improve connections and reliability. They are hoping we will see some results them as well. Greg said that they are also looking specifically at the configuration and setup of the cable office, and that he would follow up on the issue.

Aside from a couple of minor issues, our Broadcast Server continues to broadcast well. When we corresponded with Charles Page and Chris Perry, we were told that our original broadcast server is no longer functioning. I had anticipated that they would say this. The main focus now, is on working with Tighrope to see how compatible our Video On Demand files will be with the new system. I have been speaking with a sales representative from Tighrope who will be taking a look at some of our sample VOD files to see how successful the migration process would be to a new platform.

### **Social Media Status**

Our social media presence for the month of November continues to feature postings for our live coverage of meetings. Our engagement increases each week, with more "likes" on our Facebook page.

### **Statistics**

Below is the statistics of files viewed on the Video On Demand for the month of November. This list will be shorter than normal, due to the Committee meeting date.

For reference: The first file in the list (T02135\_1@167284) is always our Live Stream.

**Kris' Report to the Committee - Continued from page 2**

## Views by File

File Name	Hits	Bandwidth
T02135/Grafton Works Carol D.mp4	145	493.08 KB
T02135/GPL Paranormal_Program-.mp4	41	139.75 KB
T02135_1@167284	38	9.13 MB
T02135/Haunted Hayride 10-23-15_1.mp4	13	44.17 KB
T02135/Board of Selectmen 11-3-15.mp4	8	27.21 KB
T02135/The Great Hall.mp4	7	23.79 KB
T02135/Board of Selectmen 9-15-15.mp4	4	13.60 KB
T02135/Grafton Update-emergency Preparedness-1.mp4	3	10.18 KB
T02135/Grafton Works - Lucky.mp4	2	6.77 KB
T02135/A 2015 GS Powder Puff Derby.mp4	2	6.80 KB
T02135/Library Board of Trustees 11-4-15.mp4	2	6.82 KB
T02135/Conservation Commission_11-03-15.mp4	2	6.81 KB
T02135/School Committee 9-28-15.mp4	2	6.80 KB
All Others (Programs viewed only once)	17	3.42 KB
<b>Total</b>	<b>286</b>	<b>9.95 MB</b>

Kris McMullin  
 Grafton Public Access Coordinator  
 Charter Communications  
 Grafton Community Television, GCTV  
 296 Providence Rd.  
 South Grafton, MA 01560  
 Phone: 508-839-2983 Email: GCTV11@charter.net Website: www.GraftonTV.org

**Public Relations Report:** John LaPoint informed the Committee that he prepared and released a Media Release which publicized "Selectmen's Workshop with Board of Health and EDC Available on Grafton Community Television."

**Treasurer's Report, Invoices, Payment Warrants:**

**Treasurer's Report:** Mark Durfee told the Committee that he had received the following operating account and fund balances reports from the Town Accountant:

FY 2016 Operating Account	\$ 2,473.03	Unencumbered Balance as of 11/04/2015
Charter Fund Account	\$ <7,471.66>	Unencumbered Balance as of 11/04/2015
Verizon Fund Account	\$ 501,703.78	Unencumbered Balance as of 11/04/2015

**Payment Warrant:** The Committee signed two (2) Payment Warrants. The first Payment Warrant totaled \$40.11 which reimbursed Larry Silverman for the purchase of a two meter fiber cable for the studio which he paid for on his personal credit card. The second Payment Warrant totaled \$495.00 to pay the following invoices:

- John LaPoint for \$195.00 for consulting services.
- DeCharles Plastering, Inc. for \$300.00 for plastering services in Conference Room F.

There being no further business Richard Schultze moved that the meeting be adjourned at 11:57PM. Larry Silverman seconded. The motion carried unanimously.

Respectfully submitted,



Mark C. Durfee

Clerk & Treasurer

Grafton Cable Television Oversight Committee